

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU/QUALITY ASSURANCE DIVISION
FY 15/16 STATE CHART REVIEW CHART DROP OFF INSTRUCTIONS**

Legal Entity contract providers and **Directly-Operated Juvenile Justice Mental Health providers** must drop off the following materials by **February 19th at 5:00pm**:

- Clinical Record, electronic printouts from an EHR and/or paper record, for any client selected for the chart review (*flagged according to the Chart Flagging instructions*);
- Ancillary Folder associated to each Clinical Record (*with all materials listed on the Ancillary Folder checklist*)
- List of any upcoming appointments for each Clinical Record if the record is needed for the appointment

If the above materials are NOT received by the Quality Assurance (QA) Division staff by the 19th, all paid claims being reviewed for the selected client will be subject to recoupment.

Directly-operated providers using IBHIS must drop off the following materials by **February 19th at 5:00pm**:

- Paper clinical record for any client selected for the chart review if the client's episode was open with the provider PRIOR to IBHIS.

The above mentioned materials should be delivered to:

Quality Assurance Division Staff
695 S. Vermont Ave.; 15th Floor Glass Conference Room

Drop off dates/times:

Tuesday, Feb 16th	Wednesday, Feb 17th	Thursday, Feb 18th	Friday, Feb 19th
7:30am-10:00am	7:30am-10:00am	7:30am-10:00am	7:30am-10:00am
3:00pm-5:00pm	3:00pm-5:00pm	3:00pm-5:00pm	3:00pm-5:00pm

Who should drop off the chart: Program managers, supervisors or QA staff should deliver the charts. Charts delivered by clerical staff will not be accepted.

Parking: Providers may park at meters on 7th street or at the parking structure at 523 Shatto Place (parking for 550 S. Vermont).

When a provider drops off the clinical record(s), they should be prepared to wait for QA staff to:

- Ensure that records have been properly flagged (i.e. check to make sure there are flags in the clinical record)
- Verify all information required for the Ancillary Folder has been included.
- Ask if there are any upcoming appointments for the client for which the clinical record will be needed
- Sign and make a copy of the Chart Tracking Log